



# Publications Transmittal

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**Instructions:**

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- B. If the displaced person owns the mobile home, but rents the site, the relocation agent should calculate the following:
  - 1. A Price Differential for the mobile home.
  - 2. A Rent Supplement for the site.

#### **12-8.4 Other Considerations**

- A. Partial Acquisition of Mobile Home Park — If WSDOT determines that its land acquisition will result in mobile home dwellings not within the actual acquisition area being forced to move, those mobile home owners and/or occupants may be eligible to receive the same payments as though their dwellings were within the actual taking. Prior to any contact with such owners and occupants relative to relocation benefits, the region conducts an investigation and submits a report to the ADRAP for authorization to provide relocation benefits. Such report includes the basis for such determination about being displaced, the number of mobile homes being forced to move and any other relevant facts or information.
- B. Computation on Next Highest Type Dwelling — When a comparable mobile home is not available, the replacement housing payment is calculated using the next highest type of dwelling that is available and meets applicable requirements and standards, i.e., a higher type mobile home or a conventional dwelling.

### **12-9 Personal Property Only Relocation**

#### **12-9.1 Definition**

A Personal Property Only (PPO) relocation is defined as a move of personal property from property acquired for right of way or project purposes where there is NOT a need for a full relocation of a residence, non-residential operation (vacant land), business operation, farm operation, or NPO from the acquired property. Business, farm, and NPO operations that must incur re-establishment expenses to facilitate the continuous operation of their business on the subject property should be relocated under the provisions of Chapter 12-7.

#### **12-9.2 Types of Personal Property Only Relocations**

- A. Personal Property is stored on property where there is no residence or business on such property.
- B. Personal Property is located on a portion of property that is being acquired but where the residence located on the property will not be affected.
- C. Personal Property is located on a portion of property that is being acquired but where the business located on the property can still operate after the acquisition of the needed property and where the business will not incur re-establishment expenses.
- D. Personal Property is located in a unit (or units) in a storage facility that will be acquired in whole or in part.
- E. Minimal personal property is located in a rented mailbox in a commercial mailbox business that is being acquired in whole or in part.

- F. Vehicles, trucks, recreational vehicles, boats and other miscellaneous trailers, either operational or not, that are located on property that will be acquired.

### **12-9.3 Personal Property Only Relocation Entitlements**

- A. The basic entitlement for the relocation of personal property only shall be a payment for the expense of moving said personal property to a replacement location of the owner's choosing. The payment shall be limited to expenses for moving within a 50 mile radius of the displacement location.
- B. The owner of personal property that must be moved has the option of selecting a commercial move, a self-move, or an actual cost move:
  - 1. The displacee can request that WSDOT provide a commercial mover and pay that mover directly. The displacee should indicate this option on the Moving Expense Agreement and work with the Relocation Agent to prepare a written and photo inventory of the items to be moved.
    - a. Based on the inventory, moving specification, and any other information, WSDOT will obtain two bids from qualified movers and select the successful bidder. If a mover submits a bid, they will be compensated for their reasonable costs of preparing said bid. The Moving Expense Agreement, inventory, Moving Specifications, and region recommendation are then submitted to the ADRAP for review/approval.
  - 2. A self-move by the displacee can be based on bids from qualified movers, an estimate by the relocation agent, or the following move cost schedules provided in this section.
    - a. The displaced person may elect to take full responsibility for the move of their personal property. In this event, the displaced person, working with the Relocation Agent prepares a written and photo inventory of the items to be moved. The Relocation Agent then prepares a Request for Proposal and Moving Specification. WSDOT then obtains at least two bids from qualified movers and offers the displacee an amount not to exceed the acceptable low bid. The Relocation Agent may negotiate a move cost lower than the lowest acceptable bid, taking into account the profit and overhead costs which the commercial mover includes in their bids. The region will then submit the bids with all supporting documentation and their recommendation to the ADRAP for review and approval.
    - b. If the move costs appear to be \$5,000 or less, WSDOT may offer an amount based on a single estimate prepared by a trained relocation agent in accordance with Chapter 12-7.4 of this Right of Way Manual. The region will submit the move cost estimate with all supporting documentation to the ADRAP for review and approval.

- c. The move of personal property from a commercial storage facility shall be based on the following schedule:

Size of storage unit	Move Cost
5' by 5'	\$ 150.00
5' by 10'	\$ 200.00
10' by 10'	\$ 300.00
10' by 15'	\$ 500.00
10' by 20'	\$ 675.00
10' by 30'	\$ 1,000.00

The move cost is based on the size of the storage unit. The move cost should be documented by the Relocation Agent in their diary and approved by the Region Relocation Supervisor.

- d. A dislocation allowance in the amount of \$35.00 shall be paid to each person or business that rents a mailbox in a commercial mailbox operation. The move cost should be documented by the Relocation Agent in their diary and approved by the Region Relocation Supervisor.
- e. Move costs for vehicles, trailers etc. shall be based on the following schedule:

- |  |                |
|--|----------------|
| 1. Operational vehicles and motor homes  | \$ 35.00 each  |
| 2. Boats w/trailers, utility trailers, car trailers, travel trailers, and fifth-wheel trailers | \$ 150.00 each |
| 3. Non-operating vehicles and smaller motor homes that require towing                          | \$ 75.00 each  |
| 4. Non-operating trucks and larger motor homes that require towing                             | \$ 150.00 each |

The move cost is computed based on the type of vehicle. The move cost should be documented by the Relocation Agent in their diary and approved by the Region Relocation Supervisor.

- f. Move costs for appliances shall be based on a fixed rate of \$50.00 per appliance which includes the cost to disconnect and reconnect. The move cost should be documented by the Relocation Agent in their diary and approved by the Region Relocation Supervisor.

In all cases, the displacee must enter into Moving Expense Agreement prior to moving their personal property. It is the responsibility of the Relocation Agent to monitor the move.

3. Actual and reasonable costs to move the personal property is based on acceptable documentation of said actual costs. Prior to the start of the move, a written and photo inventory of the personal property items to be moved must be completed. Acceptable documentation includes receipts for payments, paid invoices, copies of payment documents, time sheets of



people hired to perform the move, etc. If a question arises about the “reasonableness” of submitted costs, WSDOT may obtain one or more bids or estimates from qualified movers to use as a standard to determine if costs are reasonable.

- a. The Relocation Agent should prepare claim and send to ADRAP with region recommendation for review and approval.

#### **12-9.4 Payment of Personal Property Only Entitlements**

- A. Payment for commercial move expenses will be paid directly to the mover upon receipt of an invoice and upon verification by the Relocation Agent that all personal property to be moved by the mover has been moved to the appropriate replacement location.
- B. Payment for self-move costs will be paid upon receipt of documentation from the displacee that sufficient costs were expended to perform the move and upon verification by the Relocation Agent that all personal property to be moved has been moved to the appropriate replacement location. Acceptable documentation may include invoices, paid receipts, time sheets, labor statements or other appropriate information to support that actual costs were incurred for the move.
- C. Payment for scheduled move costs will be paid upon verification by the Relocation Agent that all personal property has been moved from the acquired property to an appropriate replacement location.